

CORRECTIONS SECURITY CASEWORKER CAREER

KIND OF WORK

Advanced professional-level correctional security casework and group work in the Minnesota Department of Corrections.

NATURE AND PURPOSE

Under limited supervision, provides services, supervision, assessment, case planning and release planning for a caseload of incarcerated offenders/residents committed to the Commissioner of Corrections. Ensure correctional program effectiveness and security are maintained and promote offender/resident change and successful reentry to the community while enhancing public safety.

This class is distinguished from other Corrections classes on the basis of its role in performing casework with offender/residents in the Department of Corrections.

This class is distinguished from the Corrections Security Caseworker class on the basis of greater knowledge, accountability and freedom to act in performing casework responsibilities and the additional responsibilities of assisting in training, guiding and consulting with less experienced caseworkers, performing quality assurance review of others' work as assigned, and chairing and coordinating offender/resident-related processes and hearings.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises offenders in order to maintain facility security.

Counsels, directs and assists offenders on living conditions, employment assignments, and family and personal problems in order to assist offenders in facility adjustment.

Interviews and conducts assessments of offenders with proficiency in order to gather information needed to prepare admission summaries and reports and develop case plans.

In collaboration with the offender and other stakeholders, develop appropriate release plans.

Communicates orally and in writing with internal and external stakeholders in order to gather and dispense information about offenders.

Assess offenders' risks, needs, and responsivity to target criminogenic needs for appropriate interventions.

Participate in and facilitate or lead ongoing skill development activities.

Coordinate and/or conduct offender groups such as cognitive behavioral programming.

Trains, guides, and mentors caseworkers so that their knowledge, skills and abilities to perform the job duties are enhanced.

Provides leadership for caseworkers and supervises interns and practicums as assigned to provide appropriate work direction and assistance in performing job duties.

Attends internal and external department meetings as a representative of case management.

Coordinate case management processes (e.g. chair Program Review Team (PRT), End of Confinement Review Committee (ECRC) and hearings).

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Criminal justice system, Minnesota law, department policy and mission, current correctional philosophies, evidence-based practices (EBP), community services and facility programming sufficient to provide leadership and guidance to DOC employees and others.

Security procedures sufficient to carry out responsibilities to maintain the security of the facility and public.

Current department casework and group work principles and practices sufficient to assist offenders in preparing for successful re-entry and guide and provide quality assurance reviews to other caseworkers.

Special needs of adult or juvenile offenders/residents sufficient to propose realistic and effective interventions for those needs.

Interviewing techniques sufficient to develop a professional relationship to effect change in the offender.

Current correctional theory and practices sufficient to structure appropriate interactions with offenders.

Unique and complex case management situations sufficient to resolve issues and provide guidance to others.

#### Skill in:

Oral and written communication sufficient to prepare and present evaluations, write progress reports and make recommendations to stakeholders and constructively evaluate other's work.

Human relations and conflict management skills sufficient to develop and maintain effective working relationships and provide constructive feedback to coworkers; work with diverse and/or adversarial/resistant individuals; and represent the department and offenders with government officials, social service agencies, and other stakeholders.

Motivational interviewing sufficient to demonstrate proficiency in developing professional relationships to rapidly engage the offender in positive change.

Use of computers, data bases, and software programs sufficient to search, collect and enter data, communicate, and write reports.

Ability to:

Identify the offender's risk/needs and coordinate facility and community resources for successful re-entry.

Interpret and explain DOC policies and current legislative statutes and their impact to offenders throughout their obligation.

Remain flexible and utilize organizational and time management skills sufficient to prioritize a wide variety of issues.

Learn, retain, and apply information in a constantly changing legal and procedural environment.

Make presentations and facilitate groups.

Evaluate and interpret case material and develop case and release plans for addressing offenders' needs.

Manage workload with minimal guidance and supervision.

Collaborate with offenders and other stakeholders to recommend programming and release planning options that enhance public safety and offender change.

Investigate and gather data from available resources to compile reports.

Demonstrate proficiency, continue development, and facilitate others' development of EBP skills.

Coordinate and lead complex offender-related processes with internal and external stakeholders.

Train and mentor caseworkers, interns, and practicums.

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Former Title(s): Correctional Security  
Caseworker, Career